

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334,

Attention: Scheduling	Section.	(
FOR AGENCY USE	1. Agency Address	FOR RECORDS!	MANAGEMENT USE
Application Date	Comptroller General	Application Number	
	Insurance Department	39-A	
Application Number	Agents License Division	Date Received	Date Completed
	132 State Capitol	NOV 1 6 1981	DEC 1 6 1981
2. Person to Contact	Working Title		Telephone Number
Walt Krygier	Assistant Deputy		656-2100
b. Dispose of present a	Schedule; record will continue to accumulate. ccumulation; no further accumulation anticipated. No. 39 Check One: A Change; C Superce 5. Records Series Title (followed by title used in office; if d Insurance Agent Case Files What is the function of the Division and the Office in	ifferent)	ies is created?
and issuing examining a certificate	License Division is responsible for process new agents' licenses and renewing permaner gents, conducting pre-hearing conferences; s for agents being licensed as non-resident ing for all agents licensing and certificat	t licenses; and for prepara s in other stat	ing tes
7. Record Series Description	This file contains the following documents (include form n	umbers and titles, if a	ny):
Documents relating to:	Attach samples of the file. recording agents licensed to sell insurance	e in Georgia	
Included are:	"Insurance License Application," form GID-papers; related correspondence. Also incl computer printout entitled "Inactive Agent all agents who did not renew their license period.	uded is annual " printout show	wing
File is arranged:	1980 and older - alphabetic by agents name 1981 on - numerically by license number		
8. Monthly Reference Rate	How often are records referred to which are:		, ,
One to six months old twenty-five months and old	; Seven to twelve months old; Thirteen	to twenty-four month	is old;
9. Annual Rate of Accumulati	on of Records		
Letter-size drawers	Legal-size drawers; Shelves;	Other (specify)	21 linear feet
AR-50-71; Rev. 76	(Over)	<u> </u>	

(Over)

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t	. Stat	ute of limitation	years.	é.	Administrative		years	
c	. Fed	eral law	years.	f.	Federal retention	on instructions	years	s .
Þ	\ttach	copy or excernt of	laws or regulations. Explain adminis	strative ne	ed.			
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			Center with "Inactive Ag					
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Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MADAGEMENT DIVISION

PAG

GI GI	EORGIA RECURDS DISPUSITION	JN STANDARD	RECORDS MARAGEMENT DIVISION	•
1 . Application Date	INSTRUCTIONS! See separate (natrud	stions for completion of	FOR RECORDS MANAGEMENT DIVISION USE	TO VERY V
9-2-71	front and reverse of this form. Sign			
2 . Agency Application No.	and forward to Department of Archives	and History, Attention:	DEC 2 1971 39 DEC 6 19	71
3	Records Management Officer.			
3 . AGENCY, Division, Subdivisi	on & Administering Office Address	unus Domb	A Person to Contact	
	ptreller General, Insu	rance Dept.	Wm D MaDnaom	
Agents Licens			Wm. R. McBroom	
132 State Cap)T COT		5. Working Title 6. Tel. No.	
	and the second s		Deputy Ins. Comm. 2104	AT MATERIAL STREET
7.ACTION REQUES	red			
	DISPOSITION STANDARD;	1 1	OSE OF PRESENT ACCUMULATION URTHER ACCUMULATION ANTICIF	
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8 Inclusive Dates	9 . EXACT SERTES TITLE	Inactiv	e Files	
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	ulted in creation of this series			
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DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

These files consist of original Georgia Insurance Department, "Insurance License Application(s)" (Form GID-103); agent examination papers; Georgia Insurance Department, "Insurance License Renewal Application (s)" (Form GID-101): copies of individual licenses dated prior to 1963, and copies of letters of certification. The files also contain miscellaneous correspondence pertaining to an agent's history in the insurance industry.

12. EQUIPMENT OCCUPIED	No. of Dravers	Cu. Ft. of Records		No. of Drawers	Cu. Pt. of Records
Letter-size File Drawers			ANNUAL RATE OF ACCUMULATION	24 shelves	24 60
Logal-size File Dravers			Floor Space Occupied (Square Feet)	In Office(a) 400	In Storage Area(s)
Open shelf files	184 shelve		By Annual Accumulation	This Last Year's Year's	Preceding All Prior
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Form: AR-50-71	1		These_are continiou to about 300-400 to		d are refer

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	QUESTIONNAIRE Place on "x" in the proper column. If answer is "YES," please explain	YES NU
13.	Is this the Record Copy of the series?	· [\$ []
14.	Is there a duplication of this series in another office or agency?	[] *
	Is the information contained in this series ever summarized or published?	[] 🕦
16.	Does the series contain classified information requiring security handling?	
17.	Does the series document policies and procedures of agency's operation or function	1? [] [] []
18.	Could the function be performed if the files were lost or destroyed?	[] 🙀
19.	Is the series (or major portion of it) regularly microfilmed? If yes, why?	[] [24
	Does the record series provide data as input to an EDP file?	[] [24]
21.	Does the record series contain documentation produced as EDP printout?	[] ⁵ 2.1
22.	Is the series affected by Federal or grant funds? To come, as a modelly as in more more as a like of many printering, as a modelly as in model	
23.	Will there be a need for these records 10, 15 years from now? If yes, what?	[] []
	REQUIREMENTS. The following requires the files to be kept 25810 years:	
a.	[]STATE b.[]STATULE OF c.[]AUDIT d.[]FEDERAL e.[ADMINISTRATIVE f.[]HIST LAW LIMITATION PERIOD LAW DECISION VALUE (Cite Law, Statute, or other reason for the retention requirement)	
	AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at of each -[]CALENDAR YEAR -[]FISCAL YEAR -MOTHER Present The insurance in longer in the insurance in a longer in the insurance in	te, then: novetry mesonic mannolic monosic stell
	3 []Destroy after audit (or	
	(Indicate briefly rationale for recommendations above/or write additional rema	rke):
- 26.	(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE) Thread of the Condense of the Co	grricey Date
Re	ecommendations []Approved []Disapproved Thin I aldwell	
iz	Director, Archives a mistory	12-1-71
	are: []Approved []Disapproved Deury Tribal	12-2-71
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PHONE 656-2881 AREA CODE 404

DEPARTMENT OF
ARCHIVES AND HISTORY
ATLANTA, GEORGIA 30334
DIRECTOR 656-2358
INFORMATION 656-2381
AREA GODE 404

December 6, 1971

SUBJECT: Records Disposition Standard

TO:

COMPTROLLER GENERAL

ATTENTION: MICKEY ANDERSON, RMO

1. Enclosed (are) (approved Records Disposition Standards for the following files:

State Fire Marshal Correspondence Files, 1963-Date Insurance Agents Files, 1950-Present Liquified Petroleum Gas Co. Case Files, 1960-Date

- 2. The following actions will be taken to implement the approved standard:
 - a. Place the disposition standard on the file folder, file drawer, file cabinet or other type of container in accordance with the following example and enclosed labeling procedures:

STATE FIRE MARSHAL CORRESPONDENCE FILES (Insert Date of Files)
Cut off at end of CY; hold in current files area 4 yrs.; then transfer to
Archives permanently.
SEE REVERSE OF PAGE.

- b. Transfer files to the records center, archives or dispose of them in accordance with the approved standard.
- c. Report surplus files equipment to this office.
- 3. Questions concerning implementation of the approved standard should be referred to this office (656-2379 or 2380).

John F. Dunn

State Records Management Officer Archives and Records Building Atlanta, Georgia 30334

Enclosures: 1. AR-50-71, Form for Disposition Standards

2. Labeling Procedures

INSURANCE AGENTS FILES (Insert Date of Files)
Cut off at end of screened yearly for agents no longer in the insurance industry in Georgia; hold in current files area 3 mths., then transfer to records center; hold 7 yrs.; then destroy.

LIQUIFIED PETROLEUM GAS CO. CASE FILES (Insert Date of Files) Cut off at end of CY; hold in current files area 3 yrs., then transfer to records center; hold 7 yrs., then destroy.

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